SUBJECT	: (Optional)					
	NESA Note	Paper				
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C/NESA Administrative Staff 6G02 Hqs				<u> </u>	AYE 1 F	February 1988
TO: (Officer designation, room number, and building)		d D	DATE		COMMENTS (Number each comment to show fro	
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FORM 1-79 610 USE PREVIOUS EDITIONS

1 February 1988

MEMORANDUM FOR: Executive Assistant to the Associate Deputy Director

for Administration

VIA:

Director, Near Eastern and South Asian Analysis

25X1

FROM:

Chier, Administrative Staff

Near Eastern and South Asian Analysis

SUBJECT:

NESA Note Paper

- 1. NESA requests 25,000 sheets of redesigned NESA note paper. This paper would be in addition to the 2,000 pads already ordered. There are two significant differences in the new design:
 - a. These will be loose-leaf sheets, not pads;
 - b. The design will be moved 1/8" down the page.
- 2. Justification: We are now acquiring high-speed laser printers for the PCs which will print the notes but require a larger margin than the current design allows. Some of our NESA note paper is used to print transmittal slips. These are currently being produced by typewriters and typewriter-like PC printers in a very time-consuming manner. This modification in design would represent a significant savings of time and preparation of notes.

25X1

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SUBJECT: NESA Note Paper

Distribution:

Original - Addressee

1 - D/NESA

1 - C/NESA/Admin

1 - Chrono

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(2 Feb 88)

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